



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR

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May 5, 2005

TO: Louisa Ollague, Legislative Deputy, First Supervisorial District
Clinton Tatum, Senior Deputy, Second Supervisorial District
Brence Culp, Budget Deputy, Third Supervisorial District
Stacey Roa Falcioni, Deputy, Fourth Supervisorial District
Angela Mazzie, Budget Deputy, Fifth Supervisorial District

FROM: Mark J. Saladino
Treasurer and Tax Collector 

SUBJECT: **AGENDA ITEM NO. 113 FOR MAY 10, 2005- RECOMMENDATION TO
AWARD CONTRACT FOR MAILING SERVICES**

The Treasurer and Tax Collector (TTC) has filed the attached Board letter for the Board of Supervisors' meeting of May 10, 2005, recommending approval of a contract with All Direct Mail Services, Inc., for the provision of mailing services related to the intermittent and as-needed mailing needs of the TTC, such as the annual tax bill mailing of over 2.3 million tax bills. The term of the recommended contract is for one year commencing on June 1, 2005, with four one-year renewal options and six month-to-month extensions to be exercised at the option of the TTC through November 30, 2010. The recommended contract will replace the current mailing services contract that expires on May 31, 2005.

The recommended contract will provide mailing services to TTC to ensure that the approximately 2.3 million annual property tax bills are mailed by the statutory deadline. The TTC has utilized outside mailing firms since 1987 to handle several peak workload periods including the annual tax bill mailing, tax lien sale documents and notices, and various other departmental mailings on an as-needed basis. Mailing services include collating and assembly of inserts, stuffing and sealing of envelopes, and the application of appropriate postage.

Funding for the recommended contract is included in the Adopted FY 2004-05 budget and in the proposed 2005-06 budget. The rates in the recommended contract are firm and fixed and will remain the same for the entire term of the contract. However, the total cost for each mailing will be based on the complexity and volume of each mailing. The annual Contract Sum for the first year is \$275,000.

This is not a Proposition A contract, therefore the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract. The recommended contract contains the County's required provisions. There is no Cost Of Living Adjustment (COLA) provision included.

The approval of the recommended contract will provide TTC with uninterrupted mailing services to ensure compliance with critical statutory deadlines as well as providing assistance in handling unanticipated peak workloads.

If you should have any questions, please contact Mr. Henry Román, Assistant Treasurer and Tax Collector, at (213) 974-0703.

MJS:WMH:jab

Board Office Memo - Mailing Services

Attachment

c: Henry Román